



The Downtown Informer

Heartland Region - St. Louis Field Office Edition

Fall 2004

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St. Louis Field Office News

By Brad Beierman, TOP Resources, Editor

Welcome to the Fall 2004 edition of the St. Louis Downtown Informer (DI). Inside, readers will find an array of articles focused on providing GSA customers with the latest information on local public building services, issues, and events. Comments and suggestions regarding the DI are always welcome. If you feel certain areas of our services need improving, please e-mail me at brad.beierman@gsa.gov, or call the GSA at 314.539.7305. Thank you for allowing the GSA to serve you.

Funding Hope So Others May Cope

By Vicki Bluemner, IRS Administrative Officer

The theme for this year's 2004 Combined Federal Campaign (CFC) is "Funding Hope So Others May Cope." This is a catchy theme, which you can get behind and support. Last year, government employees in the St. Louis metropolitan area contributed \$2,853,748 to the CFC. This year, we hope that collectively we can contribute \$2,906,000 towards this very worthwhile campaign.

As Federal employees of the Greater St. Louis community, we can take great pride in knowing that our gifts will make a difference. We have, in no small way, reached out and touched the lives of thousands. You can contribute by payroll deduction, which is a painless way to donate toward a very worthwhile cause. Government employees are known to be more giving than all other groups of people. No contribution is too small. A starving child can be fed for one day for just \$1.00. We encourage you to help others cope by donating to this year's campaign.

To see additional information on the campaign, visit the website at: www.gatewaycfc.org. Earth Share is managing this year's campaign. They are located in the R.A.Y. Building in Room 3.310. For additional information stop by and visit them or contact them at 621-6182.

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ROBERT A. YOUNG FEDERAL BUILDING

Update on Building Projects

By Tom Yochim, GSA, Property Manager



In fiscal 2004, GSA awarded and completed many projects. The chiller replacement project is now complete. The two chillers (pictured below) use R134A refrigerant--a more environmentally friendly refrigerant than types previously used.

All of the common areas were painted and GSA is working on repainting the cafeteria to match the new tables and chairs.

The project for stair tread replacement is almost complete. Rubber treads and slip-resistant resinous flooring have been applied in four stairwells and stairwell railings are lined with a glow-in-the-dark paint. The application of this material is designed to allow a safe egress in the event of a power outage.

Revolving doors in the lobby are on order. Due to product lead time, this project will not begin until the winter. During construction, it will be necessary to close one-half of the lobby to maintain safety and warmth. The construction is being planned to ensure that there will be minimal impact on building access.

GSA also awarded a contract to install a protective film on all the windows. The film is blast resistant and will also reduce heat from ultra violet light. Since the blinds need to be removed to install the protective film, GSA will use the opportunity to replace defective blinds. GSA will coordinate the installation of the film with each agency.

The fire alarm upgrade is a priority for FY05 projects. GSA is currently awaiting bids and expects the project being awarded in the near future. The new state-of-the-art fire alarm and speaker system is a much needed improvement.

GSA is almost finished with the design of a project to renovate the R.A.Y. lobby. We competed for and obtained "special" funding for this project. It will be awarded for construction later in FY05. The project will make a profound change to the decor of the lobby area.



R.A.Y. Chillers

ROBERT A. YOUNG FEDERAL BUILDING

Farewell and Best Wishes

By Dianne Balsman, IRS

Jeff Stetina, of the Internal Revenue Service is leaving St. Louis for a new assignment as Director of Filing and Payment Compliance in Atlanta.



Jeff has been in St. Louis for the last four years during which time he served as the Director, Field Assistance, Area 5, which encompassed a nine state area from the Dakotas and Minnesota to Texas.

For his entire tenure here in St. Louis, he has been an active member of the Executive Council of the Federal Executive Board. He has served on the Leadership Team for the Combined Federal Campaign for the past three years. The first year he served as the Division Chair of the Garrison Division. Last year, he served as the Vice Chair of the St. Louis Gateway Combined Federal Campaign. The past year he served as our Chairperson of the St. Louis Gateway CFC and was the developer of the year's campaign theme, "Funding Hope So Others Can Cope."

Jeff has been an active member of the R.A.Y. Building's Security Committee and has been the Designated Official for the R.A.Y. Building. Jeff has been a valuable member of the St. Louis Federal family and will truly be missed.

GSA Construction Representatives

By Mel Chouinard, GSA



Gerald Brown, GSA



Debbie O'Keefe-Rea, GSA

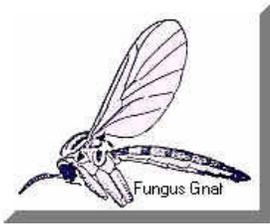
Have you ever seen the above individuals walking through your work area and wonder what they were doing there? They are the GSA Construction Representatives for the St. Louis Downtown Field Office. Their job duties include development of construction cost estimates, estimating overtime utilities, agency moves, construction management, and spatial validation for rent estimates. They also help tenant agencies better serve the public by offering solutions to the agency work request at the best value to the customer agency. To help the tenant agencies achieve their mission, the Construction Representatives use various types of procurement procedures, from open market to sole source small/disadvantaged contractors. The GSA Downtown Field Office Construction Representatives are responsible for tenant agency requested space modifications and moves as well as all building projects under \$100,000. They are also responsible for the Thomas F. Eagleton Courthouse, the L. Douglas Abram Federal Building, and forty-three federal leases throughout the St. Louis metropolitan area. The Construction Representatives are busy helping tenant agencies and the Property Management Director keep the buildings running in an efficient and effective manner.

ROBERT A. YOUNG FEDERAL BUILDING

Something Bugging You?

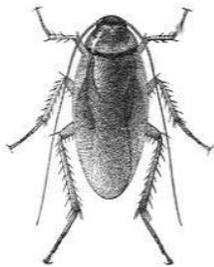
By Brian Gerkins, Olympus Building Services

The R.A.Y. Building has its' occasional invaders that bother, and occasionally scare tenants. The two most common invaders to the building are Fungus Gnats and the American Cockroach. The following information is intended to provide an insight as to why the insects exist in the building and what can be done to help eliminate these pests.



The Fungus Gnat becomes an indoor nuisance when adults emerge in large numbers as mosquito-like insects from over watered potted plants. The adults, hatched from the larvae living in the plants from the previous year, are attracted to light and moist areas--essential factors in sustaining their life cycle. The adult lives 7-10 days and deposits eggs in the moist soil. Depending on conditions, adults can hatch the following summer and repeat the same process.

So, why are they here you ask? Quite simply, the roots of your plants are the home and food source for the insects. To determine if the insects are present in your area, inspect the roots of your plants for brown scars. Also, inspect the root hairs of plants to determine if they are being eaten. The average size of the Fungus Gnat is about 1/8". The easiest way to eliminate these pests is to remove your plants from the area. Other methods for reducing or eliminating larvae include professionally treating your plants and allowing the soil to dry completely for an extended period of time.



The American Cockroach ranges in size from one to 1 ½ inches in length, is reddish-brown in color, and is considered harmless to humans. Typically, the roaches are seen in moist or wet areas such as basements, sewers, drains, etc, where they feed on a wide variety of plants and animal material. The roaches are afraid of almost anything that crosses their path, and are mainly seen in their final days of life when they wander outside their normal environment. The female carries her eggs for 6-8 weeks before hatching. It takes about 6-12 months before maturing into adults. When the adult stage is reached, the roaches live for approximately one year before starting the cycle over. For this reason, large populations of American Roaches are not seen and infestations rarely occur.

Unless a building is 100% sealed, the roaches will enter the building through drains and sewer lines. In most cases, this is an impossible task since both open entry points are needed in all buildings or houses. Reducing standing water and filling drain traps and cracks are the best methods of reducing roach populations.

As you can see, the two most common invaders to the R.A.Y building are not quite as bad as you might think and with a little work by all can be reduced or in some cases eliminated. In my next installment, I will go over other occasional invaders to the R.A.Y building and what the tenants can do to keep them out of their space.

THOMAS F. EAGLETON COURTHOUSE

Construction Projects

By: Kris Hundsdorfer – GSA, Property Manager

Several contracts have been awarded and many ongoing projects will be completed by year end at the Thomas F. Eagleton Courthouse. One project underway will insulate the walls located in the first floor Probation office and the first few levels of the west side of the building. The contract was awarded to J.E. Novack Construction. Work began on the first floor to repair the insulation of the exterior wall. In late November, J. E. Novack will begin installing sound attenuators on the exhaust fans that serve levels 1 through 4. This will significantly reduce noise generated from the ventilation system. This project is scheduled to be completed in late December, 2004.

A project was awarded to Hof Construction for the installation of new signs in the elevator lobbies. As part of this project, the wheelchair lifts in the 3rd floor Courtroom will be retrofitted and additional access doors will be installed in the elevator hoist ways. New optical turnstiles were purchased by the U.S. Marshals Service for both the east and west entrances. The U.S. Marshals Service is in the process of scheduling ADT and the manufacture technicians to arrive on-site the week of November 8, 2004. A project will be solicited in October, 2004 to build a new Judge's chambers on the 23rd floor of the courthouse. The chambers will accommodate the Honorable Judge Raymond Gruender, U.S. Eighth Circuit.

Preventive maintenance will be performed on the electrical system on December 3 – 5, 2004. Work will begin at 6:30 p.m. on Friday, December 3. The lights, power and elevators will be taken out of service at intermittent times throughout the weekend. GSA recommends all equipment susceptible to data loss be turned off prior to the scheduled outage. For safety reasons, please refrain from entering the facility at any time during the weekend of December 3, 2004.

Starting November 10, 2004, GSA will perform the annual and 5-year load tests for the elevators in the courthouse. Each elevator will be taken out of service for one day to accomplish all necessary preventive maintenance and tests.

GSA is in the process of securing funds for the relocation of the vending machines from the upper floors to the 1st floor cafeteria dining room.

GSA is also in the planning process of replacing the carpet tiles in the dining room and a few corridors. Based on the availability of funds, GSA will survey or design additional improvements to the mechanical systems, roof systems and garage slurry walls in fiscal year 2005. Early in 2005, work will start on the replacement of the handicapped doors for both entrances. The project will be accomplished in two phases. During phase one, the north doors on the east and west entrances will be replaced. The south doors will be replaced in phase two of the project. GSA will ensure the necessary precautions are taken to ensure a comfortable and secure lobby.

Important notice regarding pop-up barriers:

New procedures for entering and exiting the garage are currently being implemented. Court Security Officers or Rees guards will verify I.D. badges for all personnel prior to entering the garage. Please inform visitors and employees to use a card key for access into the garage. Since the barriers can cause serious damage to a vehicle, please notify your staff that the use of a card key is required at all times when the barriers are in operation. Be prepared to use your card key while entering and exiting the garage. A "Card Key Not Required" sign is posted over the card key readers when the barriers are locked in the down position. Please be cautious and proceed slowly while entering and exiting the garage.



Thomas F. Eagleton Courthouse exit barriers

THOMAS F. EAGLETON COURTHOUSE

GSA Dedicates Art in Architecture Garden

By Sharon Zafe, Real Property Specialist



The Downtown St. Louis Office was pleased to host the Dedication Ceremony of the Art in Architecture Garden at the Thomas F. Eagleton U.S. Courthouse. The ceremony was conducted on September 15, 2004, at 8:30 in the morning. The garden and park was designed by Valerie Jaudon. The garden is part of GSA's Art in Architecture Program.

Through the Art in Architecture Program, GSA commissions American artists, working in close consultation with lead designers and their project teams, to create artwork that is appropriate to the diverse uses and architecture of federal buildings. These commissions provide the opportunity to explore the integration of contemporary art and architecture to foster a meaningful cultural dialogue between the American people and their government.

The garden's creator, Valerie Jaudon, designed an environment which functions as a work of art, as well as a beautiful and pleasurable garden. Located directly across the street from the Thomas F. Eagleton Courthouse, the garden spans the length of a city block. A symmetrical interlacing of stone dust paths creates a pattern with grass parterres to form an ornamental garden bordered by shade trees. While the overall design and structure of the park is clear when viewed from the upper stories of the courthouse building, the pedestrian has a different understanding of the space, on that the artist compares to the concentrated pleasure of viewing a painting. The garden and park invites the person on the street to share an aesthetic urban experience.

New York painter Valerie Jaudon is celebrated for her handling of crisp edged, interlaced forms set against a painterly field. In addition to working on large-scale public works in a variety of media, the Mississippi-born artist has exhibited extensively in museum and galleries throughout the U.S. and Europe. During the ceremony, Charlie Meyer, the Director of GSA's Downtown St. Louis Field Office, served as the Master of Ceremonies. Speakers included the Honorable James B. Loken, Chief Judge of the U.S. Court of Appeals, Eighth Circuit and state and local representatives. All the speakers conveyed an overall sense of appreciation for the park and garden as a wonderful new addition to the Downtown St. Louis landscape.



Dedication Ceremony of the Art in Architecture Garden at the Thomas F. Eagleton U.S. Courthouse. The ceremony was conducted on September 15, 2004.

Photographed (from left to right): **Charlie Meyer**, GSA Downtown Field Office Director; **Reverend Dr. Richard J. Quirk**, Old Cathedral Parish; **Valerie Jaudon**, Artist; **The Honorable James B. Loken**, Chief Judge, U.S. Court of Appeals, Eighth Circuit; **Barbara Geisman**, Executive Director for Development, St. Louis City Mayor Slay's Office; **Charles L. Barnes**, District Office Director for Christopher "Kit" S. Bond, U.S. Senator, Missouri; **Darryl A. Piggee**, District Manager for Wm. Lacy Clay, Member of Congress, Missouri First Congressional District; **Kevin Gunn**, Chief of Staff for Richard A. Gephardt, Member of Congress, Missouri Third Congressional District; **Jim Cloar**, President and CEO, Downtown St. Louis Partnership; **Aaron Novack**, President, J.E. Novack Construction Company; (not pictured) **Christopher Arps**, Field Representative for Jim Talent, U.S. Senator, Missouri.

ST. LOUIS FIELD OFFICE TOPICS

National Cemetery Administration Training Center

By Nancy Todd – GSA Lease Administration Specialist



The Veteran's Administration (VA) celebrated the opening of the National Cemetery Administration (NCA) Training Center on August 30, 2004. The NCA is located at the Doering Center, 4850 Lemay Ferry Road, St. Louis, Missouri 63129. A ribbon cutting ceremony was held, as well as speeches from Mr. James Ogden, Deputy Regional Administrator, General Services Administration, and the Honorable John W. Nicholson, Under Secretary for Memorial Affairs, Veterans Administration.

The NCA will provide professional education and technical training to cemetery employees. This is the first institution of its kind in the United States. Dr. Patricia Rikli, Center Director, is supervising the first 14 Cemetery Director Management Interns.

This lease has been a joint effort by our GSA1 Team. The team consisted of our Kansas City, Missouri Public Building Service (PBS) coworkers Jay Fine, Regional Account Manager, Shenika Tanner, Realty Specialist, and Kiva Simmons, Project Integrator. Our St. Louis team members consisted of Federal Supply Service Customer Service Director, Jose Mendez, Federal Technology Service Telecommunications Specialists Kim Brammeier and Rod Rider and Area Telecommunications Manager Ken Melvin, and PBS Lease Administration Specialist, Nancy Todd. The team brought facility selection and total equipment furnishings from telephones to furniture and top of the line audiovisual and teleconference technology. This lease united coworkers from the initial meeting to the dedication ceremony. GSA performed professionally, and hence, the VA/GSA partnership has been a great success.



The Veteran's Administration (VA) celebrated the opening of the National Cemetery Administration (NCA) Training Center on August 30, 2004. Pictured from left to right are: Kim Brammeier, Nancy Todd, Ken Melvin, Jose Mendez, Rod Rider, Shenika Tanner, Jay Fine, Kiva Simmons. Back row: Jim Ogden



The NCA will provide professional education and technical training to cemetery employees.

ST. LOUIS FIELD OFFICE TOPICS

Conveyance of Ownership of the Old Post Office

By: John Wood, GSA, Deputy Director Downtown Field Office



View of Old Post Office

During a planned celebration on September 20, 2004, one of GSA's oldest and most historically significant buildings in the national property inventory, the Old Post Office, was conveyed to the Missouri Development Finance Board (MDFB). The transfer of ownership will guarantee this historic property will be preserved as a National Historic Landmark. The Old Post Office will be the focus of a \$46 million redevelopment program, which after completion, will house several tenants including: Webster University, Missouri Court of Appeals, Eastern District, St. Louis Public Library, Pasta House and the St. Louis Business Journal. The redevelopment, planned and financed by several local public and private entities, will revitalize the Old Post Office and the surrounding area helping the redevelopment of downtown St. Louis.

Mr. Brad Scott, the Region 6 GSA Administrator, was Master of Ceremony for this event. Honored speakers included U.S. Senator Christopher "Kit" Bond; Congressman William Clay, Jr.; Governor Bob Holden; Mayor Francis Slay; Mark Schnuk, President and CEO of DESCO Group; Steven Stogel, President of DFC Group and W. Thomas Reeves, Executive Director of Downtown Now. All spoke of the commitment and cooperation among federal, state and local governments and the private sector that made the transfer of the Old Post Office a success. Brad Scott recognized additional civic players in the redevelopment project efforts as St. Louis 2004 and the Danforth Foundation. It was explained that several other St. Louis companies, such as SBC Communications, Bank of America, U.S. Bank, The May Company, AmerenUE and others contributed \$27,350,000 towards the financing of this effort. Endorsing the project is the Advisory Council on Historic Preservation, the Missouri State Preservation Officer, the City of St. Louis and the National Trust for Historic Preservation.

Originally opened in March of 1884, the Old Post Office, known then as the U.S. Custom House and Post Office, was designed in what is known as the modern French style of the Second Empire by Alfred Bult Mullet. The building has approximately 155,000 square feet of rentable space in its four above grade and two below grade floors. Ultimately the 120 year National Landmark will be redeveloped in a public-private partnership into a mixed-use development including the Missouri Court of Appeals, Eastern District; an urban campus for Webster University; street-level retail space and first class offices. This project will also include the construction of a \$32 million, 1,050 space garage across the street from the Old Post Office.

GSA, as well as other members of the public-private partnership, believes that many benefits across the socio-economic spectrum in St. Louis, the state of Missouri, the Federal Government and for the American taxpayer will be realized when the Old Post Office project has been completed. GSA is excited about and anticipates a successful revitalization of the Old Post Office, the commitment to its historic preservation and adaptive re-use for our community and the individuals who live here.



Old Post Office interior mall-level view of Daniel Chester French's "Peace and Vigilance" sculpture

ST. LOUIS FIELD OFFICE TOPICS

FPS Security Overview

The mission of the Federal Protective Service (FPS) is to provide law enforcement and security services to over one million tenants and daily visitors to federally owned and leased facilities nationwide. FPS' protection services focus directly on the interior security of the nation, and requires close coordination and intelligence sharing with the investigative functions within the U.S. Immigration and Customs Enforcement (ICE). FPS is a full service agency with a comprehensive HAZMAT, WMD, Canine, and emergency response program as well as state-of-the-art communication and dispatch Mega centers.

Frequently asked questions:

1. What security services does FPS provide to protect Federally owned or controlled buildings?

The FPS delivers integrated security and law enforcement services to all Federal buildings - including office buildings, courthouses, border stations and warehouses - that are Government owned, controlled, or leased. Customers reimburse FPS for these services through direct billing. FPS services include:

- Providing a visible uniformed presence in major federal buildings.
- Responding to criminal incidents and other emergencies.
- Installing and monitoring security devices and systems.
- Investigating criminal incidents.
- Conducting physical security surveys.
- Coordinating a comprehensive program for occupants' emergency plans.
- Presenting formal crime prevention and security awareness programs.
- Providing police emergency and special security services during natural disasters such as earthquakes, hurricanes, and major civil disturbances-as well as during man-made disasters, such as bomb explosions and riots.

2. What communication facility does FPS use to protect Federal facilities against criminal activity?

FPS uses communication and dispatch networks, called Mega centers, to provide uninterrupted emergency communications for police business and for customers. Mega centers can:

- Handle police communications and dispatching.
- Monitor security alarms, such as intrusion, duress or hold-up alarms.
- Communicate during elevator emergencies.
- Monitor alarms for environmental and building hazards, such as temperature or pressure.
- Administer alarm and dispatch activities.
- Back up regional radio dispatches.

3. Do customer agencies pay for security enhancements?

Customer agencies pay for security enhancements as part of Rent or by submitting a Reimbursable Work Authorization (RWA) to FPS. Security enhancements result in building specific additional Rent charges. Individual agencies are responsible for the costs associated with their desire for security over and above the level determined for their building. Customer agencies pay for additional security charges through RWAs.

The services included in the basic service charge are control center dispatch and alarm monitoring, criminal investigations, and protection activities. Security assessments, occupant emergency plan development, coordination of Building Security Committees, and crime prevention assessments and presentations are included in protection activities (continued on page 10).

ST. LOUIS FIELD OFFICE TOPICS

FPS Security Overview (continued from page 9)

The types of services included in the building specific portion of a tenant's Rent are security guards and maintenance of security systems. Costs vary by location and only locations with contract guards and/or security systems are charged. Charges include administrative and overhead costs. Building-wide capital expenses are currently paid for through RWAs.

4. What is a Building Security Committee (BSC)? How do agencies participate in the BSC?

Since security needs vary by location, even among facilities at the same security level, the Department of Justice (DOJ) Vulnerability Assessment of Federal Facilities established the BSC as a formal mechanism for addressing security concerns at each facility under GSA control. The BSC should consist of representative(s) from each of the Federal agencies occupying the building. FPS also designates an FPS Physical Security Specialist (PSS) or Law Enforcement Security Officer (LESO) to assist an agency's BSC and to evaluate the building using the DOJ standards. The BSC then sends us its recommendations and cost estimates for changes to meet these standards. The agency BSC also ensures that people follow proper security practices in that agency's particular building and that employees receive training on the Agency Occupant Emergency Plan and security awareness. If it is uncertain whether or not an agency has BSC representation, contact the local FPS office at 314-539-2047.

5. Whom do agencies call in an emergency or to get more information about FPS services?

In an emergency, agencies should call the appropriate FPS Mega center. For general information on the services, contact the local FPS office at 314-539-2047.

FY 2005 Security Billing Guidance

In FY 2005, the FPS billing process for security charges will be as similar as possible to billing practices in FY 2004. The billing process will be as follows:

The OMB approved basic security fee for FY05 is \$0.35. The basic security fees will be calculated by multiplying the occupied space (assigned rentable area plus joint use space) by \$0.35 per square foot. The GSA/PBS will input the approved basic security fee into a module for billing security. Since the fee is set annually, there will be no changes throughout the fiscal year.

The FPS will continue to develop and provide the building specific security estimates, by building to GSA/PBS. The GSA/PBS will no longer use the System for Tracking and Administering Real Property (STAR) for billing rent and/or security estimates. STAR will be maintained by GSA/PBS for building inventory purposes. The FPS will use the FPS Data System to generate and update the security estimates. The estimates may be modified in accordance with procedures used in FY 2004. The FPS will provide the GSA/PBS revised estimates for each building at the start of the fiscal year, mid-year, and at the start of the third quarter.

The GSA/PBS will calculate the monthly amount and prorate it among all tenants in each building. The monthly bills will be produced including the basic security fee and the building specific estimate. The DHS/FPS bill will be a separate bill from the GSA/PBS bill, but the format of the DHS/FPS bill may be similar to the current format of the GSA/PBS bill. The bill design will be proposed by PBS and approved by FPS between now and October. The DHS/FPS bill will reference a regional FPS point of contact regarding billing disputes. The GSA/PBS will calculate all billing information and provide it to the GSA Office of Finance. The GSA Office of Finance will process the Intra governmental Payment and Collection (IPAC) and Billing Office Address Code (BOAC) transactions on behalf of DHS/FPS. GSA will be a "third party submitter" of the IPAC, and the funds will move directly from the customer to DHS/FPS (continued on page 11).

ST. LOUIS FIELD OFFICE TOPICS

FPS Security Overview (continued from page 10)

Funds will not flow through any GSA accounts. Any cost reimbursement to GSA by DHS/FPS for providing billing services will be accomplished through a Reimbursable Work Authorization (RWA). Billing information will be calculated at the building level for each tenant in the building as shown in the PBS records, and consolidated by agency/bureau code and by IPAC/BOAC code to reduce the number of bills per agency. PBS will inform FPS when new tenants move into buildings, space is vacated, or new buildings are added to the GSA inventory. FPS will determine if the change in tenancy requires a change in security at the location, and adjust rates as necessary.

PBS Fees on Lease Parking (March 12, 2004)

PBS fees for parking in leases may be calculated in two ways. If the lease is for parking only, the fee will be added to the parking rate for each space. If the lease is for both square footage in the building and parking, the total contract costs will be divided by the square footage and a per square foot rate calculated. The parking rate will be reflected as written in the lease, with no fee added.

Rainbow Castle Childcare

By Adrienne Robinson, Director, Rainbow Castle

Rainbow Castle would like to extend a warm welcome to anyone currently looking for childcare. We are currently enrolling children ages 6 weeks to 10 years. Our facility is state licensed and nationally accredited providing developmentally appropriate curriculum. No matter what you are looking for; full, part-time, hourly, or before and after school care, you can look to us. Please feel free to call us at 314-539-3437, or stop by our office. We are located in the R.A.Y. Federal Building at 1222 Spruce Street, St. Louis, MO. Please do not forget our annual Masquerade Parade. The event will be held **Oct. 27th at 10am** in the R.A.Y. Federal Building lobby. Please make plans to attend. You won't regret it!



Holiday Decoration Guidelines

By Mel Chouinard, GSA

With the holiday season upon us, please have all decorations and displays conform to the following guidelines:

- Do not damage doors or building finishes when displaying seasonal decorations
- Decorations and displays shall not involve lighted candles, open flames, or high heat producing devices. Except as noted in the paragraph below, all decorations and displays shall be constructed of non-combustible or flame-retardant materials, and kept completely free and clear of any exit or access to an exit
- Limited amounts of combustible or flammable material shall be permitted for small displays or for elements in larger displays where such materials do not present concerns for the occurrence or spread of a fire
- Non-combustible artificial Christmas trees are permitted in any size provided they do not interfere with any exit or access to an exit

From the GSA Downtown St. Louis Field Office, we wish you a safe and happy holiday season!